



CITY OF SEATTLE

Early Learning Coach

SALARY:	\$33.64 - \$39.18 Hourly
LOCATION:	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
JOB TYPE:	Classified Civil Service, Regular, Full-Time
SHIFT:	Day
DEPARTMENT:	Department of Education and Early Learning
BARGAINING UNIT:	Not represented
CLOSING DATE	Continuous

POSITION DESCRIPTION:

The City of Seattle wants every child to succeed in his or her education. This journey starts with providing our youngest learners with access to high-quality early education. To achieve this goal, Seattle has created the Seattle Preschool Program, a pilot program that aims to create a universal high-quality prekindergarten education. Teachers need to provide instruction that builds on children's skills and develops their sense of engagement as lifelong learners. To ensure that we are providing teachers with the support they need, we need an enthusiastic Early Learning Coach to bring expert guidance, coaching and training for our preschool and early learning programs.

Working within the Department of Education and Early Learning, you will work with administrators and teachers to align their goals with City and state priorities, ensuring a high-functioning Instructional Leadership Team. You will use your evaluation skills to conduct program and classroom observations and analyze the overall performance of teachers, individual learners, and the program as a whole. In order to make sure educators have the resources they need, you will provide on-site instructional and reflective coaching to teachers, providing guidance in implementing new curricula and ensuring that positive outcomes are achieved for all children by using culturally and linguistically appropriate services and anti-bias practices. You will be required to continuously review current research and pertinent literature, as well as complete continuing education. This position requires you to be innovative and work independently, but also to work within a team environment to ensure that performance standards and monitoring requirements are met.

JOB RESPONSIBILITIES:

Do you want to learn more about being part of this program? In this position:

Your top 3 priorities will be:

- Ensuring the coaching approach is implemented with fidelity
- Supporting teachers in improving classroom quality and instruction to achieve greater academic gains for children
- Creating in-service professional learning modules and protocols

Your day-to-day responsibilities will include:

- Provide continuous quality coaching, mentoring, training, and oversight of curriculum implementation and early learning best practices.
- Review, analyze and interpret assessment data and support quality improvements for all preschool and early learning programs.
- Develop and implement professional development trainings for early childhood teachers, directors and other staff.
- Facilitate inquiry groups of early learning professionals to inform teaching practices and curriculum implementation.
- Work with interdisciplinary and interdepartmental teams to coordinate health services, assessments, professional development, training and coaching at all preschool and early learning sites.
- Develop and monitor contracts.
- Cross-train early education specialists on selected curricula and assessments.
- Review agencies' required state and federal self-assessments and other documentation to develop quality improvement plans.
- Develop and monitor preschool teacher professional development plans

QUALIFICATIONS:

In addition to the qualities mentioned above, you will need to possess the below required qualifications (or a combination of education, training or experience which provides an equivalent background required to perform the work of the class):

- Master of Arts Degree in Early Childhood Education, Child Development, Human Development, or Teaching Credential with emphasis on Preschool through 3rd grade education
- Four years professional experience in early learning, including teaching, coaching, and/or training

OR

- Bachelor of Arts Degree in Early Childhood Education, Child Development, Human Development, or Teaching Credential with emphasis on Preschool through 3rd grade education
- Six years professional experience in early learning, including teaching, coaching, and/or training

As well as the following requirements:

- A valid driver's license
- Ability to pass a criminal background and education check
- Ability to be approved by the Washington State Trainer Approval System

Desired Qualifications:

The most successful candidates will also possess:

- HighScope Preschool Curriculum Certification
- Trained in Creative Curriculum
- Classroom Assessment Scoring System certification (CLASS)
- Washington State MERIT-approved trainer
- Trained in culturally responsive teaching practices, coaching for racial equity and teaching adults
- Any additional training or certification in special education, dual language, or math

ADDITIONAL INFORMATION:

This position is classified as an Early Education Specialist, Senior and will require daily travel to coaching assignments in Seattle and cities that border Seattle. Employment is contingent on the verification of credentials and other information required by the application process. This program is expanding, and we are looking to fill multiple positions. This advertisement will remain open until all positions are filled. Please visit

<http://www.seattle.gov/education> to learn more about the Department of Education & Early Learning.

Application Process

In order to be considered for this position, you must submit your application, attaching **both** a cover letter and a resume, at www.seattle.gov/jobs. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. The Department of Education & Early Learning encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences. If you have questions please contact Lindsey King at Lindsey.King@seattle.gov. This job will be open until filled. Applications will be reviewed as received. The Seattle Department of Education & Early Learning reserves the right to make a hiring decision at any point during the posting period.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2016-01756

<http://www.seattle.gov/jobs>
EARLY LEARNING COACH
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



Who May Apply: This position is open to all candidates that meet the minimum qualifications. The Seattle Human Resources Department values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

Early Learning Coach Supplemental Questionnaire

*1. Please select the option that best describes your highest level of education completed:

- ☐ High School/GED
- ☐ Some College
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ JD
- ☐ PhD

*2. Please select the option that best describes your years of professional experience in early learning, including teaching, coaching, and/or training:

- ☐ Less than 3 years
- ☐ 3 years
- ☐ 4 years
- ☐ 5 years
- ☐ 6 years
- ☐ 7 years
- ☐ 8 years

- ☐ 9 years
- ☐ 10 or more years

- * 3. List the measures you would use to assess your coaching effectiveness:
 - * 4. Racial Equity has become a new focus in education, how will it help or hinder children's achievement in school?
 - * 5. In your opinion, what are the root causes of the opportunity gap, can it be closed, and, if so, how?
 - * 6. Describe coaching models, or other strategies in preschool education for achieving positive results for all children:
 - * 7. Please select the answer that best describes your proficiency in any languages other than English:
 - ☐ I have no proficiency in any languages other than English
 - ☐ I am proficient in one language other than English
 - ☐ I am proficient in more than one language other than English
 - * 8. Please describe your proficiency in any languages other than English:
 - * 9. Where did you hear about this position?
 - * 10. In order to be considered for this position, you must complete the application in its entirety, as well as attach both a resume and cover letter. Have you completed these tasks?
 - ☐ Yes, I have completed these tasks
 - ☐ No, I have not completed these tasks
- * Required Question